

## **RULES GOVERNING THE PROCEDURE FOR THE DISTRICT CLERK OF ARANSAS COUNTY TO RECEIVE AND FILE ELECTRONICALLY TRANSMITTED COURT DOCUMENTS**

The following rules govern the procedure for the District Clerk of Aransas County ("the clerk") to receive and file electronically transmitted court documents.

1. The clerk is authorized to accept for filing via electronic transmission any document which might be filed in a court action **except**: (a) returns of service on issuances; (b) bonds; (c) signed orders or judgments; (d) documents not on 8 ½"x 11" paper.
2. Documents electronically transmitted for filing will be received by the clerk on a plain paper facsimile and printed by laser printer, thereby rendering the copy of archival quality. No document printed on thermal paper shall be filed.
3. Court costs, fees, and electronic transmission filing fees may be paid by a credit card approved by the clerk. Credit card charges will be added to the transaction. Documents tendered to the clerk electronically without payment of court costs, fees, and electronic transmission fees, with incomplete information on the charge authorization or request, or which do not conform to applicable rules, will not be filed.
4. A fee schedule for electronic filing shall be adopted annually by the clerk and approved by the local courts.
5. An electronically transmitted document accepted for filing will be recognized as the original record for file or for evidentiary purposes when it bears the clerk's official date and time file stamp.
6. Every document electronically transmitted for filing shall conform to the requirements for filing established by the Texas Rules of Civil Procedure, i.e., shall be on paper measuring approximately 8 ½ x 11 inches, shall be signed individually by the party or identification number, if any, address, telephone number and telecopier number. The quality of the original hard copy shall be clear and dark enough to transmit legibly.
7. The sender shall maintain the original of the document with original signature affixed as required by section 51.806, Texas Government Code.
8. A cover sheet must accompany every transmission which shall: (a) clearly identify the sender, the documents being transmitted, and the number of pages; (b) have clear and concise instructions concerning issuance or other request; and (c) have complete information on the charge authorization for court costs and fees.
9. The clerk upon receipt of an electronically transmitted document shall verify the completeness of the transmission.

10. The clerk when satisfied that the transmission is complete shall confirm the charge authorization and note the authorization code on the cost receipt. Thereafter, the documents tendered electronically shall be deemed accepted for filing and the clerk shall affix the clerk's official date and time file stamp to the document.
11. If the transmission is found to be incomplete or court costs or fees, if required, are not paid, the clerk will notify the sender as soon as practicable that the transmission has not been filed and the reason.
12. After filing an electronically transmitted document the clerk will electronically transmit to the sender an acknowledgment of the filing, together with cost receipt, if any.
13. No citation or writ bearing the official seal of the court may be transmitted electronically.
14. Electronic transmission of a document does not constitute filing. Filing is complete when the clerk's official date and time file stamp is affixed to the document.
15. Each page of any document received by the clerk will be automatically imprinted with the date and time of receipt. The date and time imprinted on the last page of a document will determine the time of receipt but not time of filing. Transmissions completed during a normal business day before 12:00 midnight shall be filed as of the day they are received. If a transmission is received after 4:00 p.m., the clerk shall verify receipt and filing before 10:00 a.m. on the next business day. Transmissions completed on weekends or holidays will be verified and filed before 10:00 a.m. on the first business day following receipt of transmission. The sender is responsible for determining if there are any changes in normal business hours.